

## Acceptable Use Procedures for Internet, Email, Network Access

### Rules and Responsibilities of the Email User:

The content and maintenance of a user's electronic mailbox is the user's responsibility. Student use of email at school is prohibited without written consent of a parent/guardian and then permission by a faculty member at each usage.

Each email user will:

1. Abide by the Acceptable Use Policy.
2. Use district email for educational purposes only. Commercial use of email is prohibited.
3. Never deliberately or willfully disrupt the services of the email system or damage any of the hardware, software, or security associated with the network.
4. Respect the rights and privacy of others on the network. This would include but not be limited to sending email under another person's name, tampering/changing another person's password without consent, or sending harassing or offensive messages.
5. Never send, print, or forward any email messages containing offensive, sexual, racial, religious, or violent messages except for the purposes of reporting the message for investigation.
6. Never communicate in any way that violates Southside School District policies and/or local, state, or federal laws and regulations.

### Rules and Responsibilities of the Internet User:

The information network system at the Southside School District is to be used for educational activities. The following rules relate to its use.

Each internet user must:

1. Accept the legal and financial responsibility and release the Southside School District Board of Directors, administration, and staff from any and all claims of any nature incurred from deliberate misuse of the school system's network.
2. Cooperate with the technology coordinator or designee in maintaining a working network for its intended educational purpose. Students utilizing the District's internet access must receive approval by an appropriate staff member.
3. Just as they are responsible for good behavior in the classroom, students are expected to show the same type of consideration while using the internet. Only use the internet for appropriate educational purposes. Uploading, downloading, printing, or distributing materials that are deemed offensive, discriminatory, derogatory, or sexually explicit, or show others how to do the same is prohibited. Be aware that the transfer of certain kinds of materials is illegal and is punishable by fine or jail sentence.
4. Follow all District policies and local, state, and federal laws and regulations when using network services. Abide by all copyright laws when downloading, uploading, or using software.
5. Respect the rights and privacy of others on the network. Accessing, tampering with, or damaging another person's materials, information, or hardware is forbidden. The District retains the right to inspect and alter or delete when necessary any information placed in school equipment or passing through its network.

6. Safeguard personal information such as name, address, telephone number, etc. while on the internet.
7. Not knowingly send messages containing computer viruses or bring in electronic material from home to install without approval from administration.
8. Not access the District network server remotely without prior approval from administration.

**Administrative Responsibilities for the Internet:**

The administration/technology coordinator has the responsibility to maintain the integrity of the network by employing any or all of the conditions listed below.

The administration may:

1. Log email and internet use and require additional user maintenance procedures when necessary.
2. Deny internet use to anyone for any violation of this policy.
3. Monitor any or all downloaded files to the school file servers, and remove those deemed educationally inappropriate.
4. Require log sheets to be filled in by the users on internet use when and if necessary.

**Penalties for Internet/Email Violations:**

All internet/email users are subject to appropriate action if it has been determined that they have violated this policy. Appropriate action includes but is not limited to the following:

1. Suspension of the user's ability to utilize the technology resources of the District.
2. Appropriate discipline action as outlined in either the Student Handbook or the employee Negotiated Agreement.
3. Reporting of violations involving local, state, or federal law to the appropriate law enforcement agency.

The Southside School District has adopted an Internet acceptable use policy. The district believes that the Internet provides a valuable resource to students for research and for activities to reinforce and enhance classroom learning. Therefore, the district has an Internet opt out policy. After reading the following Internet use regulations, please fill out the bottom of this form and return it to the school as soon as possible.

## STUDENT REGULATIONS FOR USING THE INTERNET AT SCHOOL

1. Students are to receive a classroom session on Internet safety before being permitted to use the Internet.
2. Students are required to have adult permission and adult supervision while using the Internet at school.
3. Student computers have filtering software installed. Students are not to attempt to disable or by-pass the filtering system.
4. If despite the filtering an inappropriate site should come on the screen, students should close and alert the adult in charge so that the site can be blocked.
5. No e-mail shall be used by the students without the written consent of parents and the permission of the supervising adult.
6. Students need permission from the supervising adult before printing material from the Internet.
7. Students are not allowed to use the school network to attempt to hack into other computers or to change settings on the school district's computers.
8. Students must not use school computers, Printers, or audiovisual equipment to produce vulgar, obscene, harassing, or threatening materials.
9. Students who violate this policy are subject to loss of computer privileges and/or to other disciplinary measures.

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I have read the regulations.

\_\_\_\_\_ I give my permission for my child to have access to the Internet at Southside School.

\_\_\_\_\_ **I DO NOT** give my permission for my child to have access to the Internet at Southside School. I realize this may prevent my child from completing computer activities with the rest of his/her class and may require him/her to be given individual activities to be completed separate from the rest of the class.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Southside School District Website Publishing

The Southside School District strives to protect children’s privacy in accordance with the Child On-line Protection Act (COPA) and the Child Internet Protection Act (CIPA).

Signing this annual consent allows the Southside School District to publish the following information on its school website:

<i>Grades</i> <b>K - 4</b>	<i>Grades</i> <b>5 - 7</b>	
✓	✓	Group photos without identification
✓	✓	Student work or photo with initials
✓	✓	Student work without names
	✓	Group photos with first name identifier
	✓	Individual student photos with first name
	✓	Student work with first name

I have read these guidelines and give my permission to have my child’s image/work appear on the Southside School District website as described above.

*Student Name:* \_\_\_\_\_

*Parent/Guardian Name:* \_\_\_\_\_

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

